

VACANT POSITION – DIRECTOR OF THE SENATE MINORITY RESEARCH OFFICE

The Senate Minority is currently accepting applications from potential candidates interested in becoming the Director of the Hawaii Senate Minority Research Office.

Where you will work:

The Research Director will work in the Senate Minority Research Office Room 006 at the State Capitol Building in the Hawaii State Senate and report directly to the Senate Minority Leader.

What you will do:

Work under the direction of the Senate Minority Leader and its caucus members;
Confer with, advise and counsel the senate Minority Leader and selected officials regarding legal questions, opinions and any other pertinent legal matter;
Supervise and manage staff of the Senate Minority Research Office ("SMO");
Oversee research projects, the writing of reports, memos, press releases and opinion pieces by working closely with SMO staff and minority Senators' office staffers;
Proofread and edit reports and any materialized work product to ensure high quality standards;
Provide research and legal briefs on various federal, state and/or local issues as assigned or requested;
Prepare research reports, memos and proposed opinion pieces to selected government officials and civic leaders as deemed necessary.
Identify legislative proposals for the Senate Minority Caucus agenda/platform;
Prepare arguments for the positive advancement of the Senate Minority agenda;
Draft and revise legislation as necessary;
Track, digest and analyze bills in written format by using various software programs available in the Hawaii State Senate;
Provide critical and positive direction of the Senate Minority Caucus' short term and long term goals and objectives;
Attend legislative training sessions, special meetings and workshops to stay informed on legislative changes, knowledge requirements and up-to-date skills;
Attend all floor sessions and committee hearings as assigned.

Education and Experience:

Juris Doctor (JD) from an accredited law school. Three or more years' experience in federal, state and/or county government structure and public policy. Previous supervisory and/or management experience.

About the Senate Minority Research Office (SMO):

The Senate Minority Research Office is an internal support agency for the Senate Minority Caucus. Legal, fiscal and administrative support are primary functions of SMO. The office also provides general and sophisticated research and drafting support to the Senate Minority Caucus members. Legislative bill tracking and analysis become primary functions of the office once the State Legislature goes into any session. The Senate Minority Research Office personnel consists of permanent full-time staffers and temporary full-time staffers. Permanent full-time staff include a Research Director, Staff Attorney, Budget Director and Office Manager. One or two legislative session hires, as well as externship and internship positions may also become part of the office personnel.

TO APPLY: Send your resume and a writing sample to Herb Laybon, Office Manager, Room 006, Hawaii State Capitol Building, 415 South Beretania Street, Honolulu, HI 96813, or email to h.laybon@capitol.hawaii.gov, or fax to: (808) 586-6759. For further information or inquires you may call 808-586-6780.